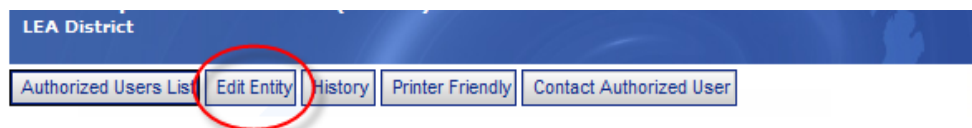


## Public Schools Adding an OK2SAY Contact in EEM

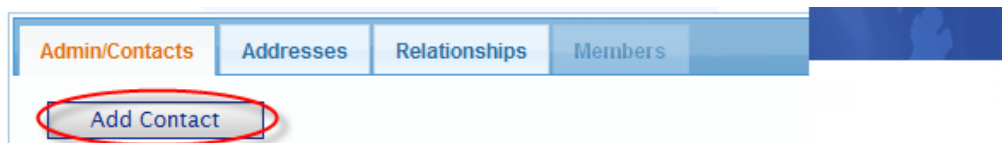
For public schools, the OK2SAY contact will be added to the district-level record in Educational Entity Master (EEM) by the designated authorized EEM user.

Steps for adding an OK2SAY Contact:

1. From the left navigation bar, select "My Entities" and "List of Entities."
2. Select the district-level record (public schools) or the school-level record (nonpublic schools) from the list of entities by clicking the "Entity Name" hyperlink.
3. Click the "Edit Entity" button.



4. Scroll to the bottom of the page where the contacts are listed.
5. Click the "Add Contact" button. You will be taken to the "Maintain Entity Contact" screen.



6. Click the dropdown arrow in the "Contact Type" field. The contact types are listed alphabetically. Locate the "OK2SAY" contact type and click on it.

A screenshot of the 'Maintain Entity Contact' form for 'Eaton Rapids Public Schools(23050)'. The form has a blue header bar with the text 'Maintain Entity Contact' and 'Eaton Rapids Public Schools(23050)'. Below the header, there is a legend: '\* = Required'. The form contains several fields: '\*Contact Type:', 'Lead Administrator:', '\*Honorific:', '\*First Name:', 'Mid Init:', '\*Last Name:', 'Suffix:', '\*Telephone Number:', 'Fax Number:', '\*Email:', '\*Confirm Email:', 'Mailing Address', '\*Street:', 'Address Line 2:', '\*City:', '\*State:', and '\*Zip:'. The 'Contact Type' dropdown is open, showing a list of contact types: 'Select a Contact Type', 'Administrator', 'Assistant Director', 'Assistant Superintendent', 'Business Manager', 'Career/Technical Education Coordinator', 'Chancellor', 'Consultant', 'Contact', 'Coordinator', 'Director', 'District Assessment Coordinator', 'ELPA Coordinator', 'e-Transcript Contact', 'Food Service Director', 'Guidance Counselor', 'Homeless Education Liaison', 'Interim Administrator', 'Interim Superintendent', 'MEAP Coordinator', 'MEAP-Access Coordinator', 'MI-Access Coordinator', 'Migrant Education Summer Program Contact', 'OK-2-SAY Contact', 'Other', 'Principal', 'School Report Card Contact', 'Special Education Contact', 'Superintendent', and 'Supervisor'. The 'OK-2-SAY Contact' option is highlighted.

7. Enter all required information on the screen. Required information is denoted with a red asterisk. Click the "Submit" button.
8. You will be returned to the previous screen. Scroll to the bottom of the page and click the "Save" button to complete the addition of the contact. You will see a popup box letting you know the request was saved successfully.
9. The contact will be visible in the list of contacts located at the bottom of the page.

To find out who your authorized user is, have an authorized user changed or added, or for questions regarding the EEM Application, please send an email message to the CEPI customer support team at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505 and select option 3. Please provide your name, district code and district name, your telephone number (including area code and extension), your email address and your specific questions.